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Queen Victoria Road High Wycombe Bucks HP11 1BB

High Wycombe Town Committee Agenda

Date:	Tuesday, 15th January, 2019
Time:	7.00 pm
	The meeting will be preceded by a meeting of the Charter Trustees
Venue:	Council Chamber
Membership	District Council Offices, Queen Victoria Road, High Wycombe Bucks
Chairman	Councillor M Clarke
Vice Chairman	Councillor S K Raja
Councillors:	K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull, Mrs L M Clarke OBE, M P Davy, R Farmer, S Graham, A R Green, M Hanif, M A Hashmi, A E Hill, M Hussain JP, A Hussain, M Hussain, M E Knight, B E Pearce, R Raja, N J B Teesdale and Ms J D Wassell

Membership is restricted to those Members representing the High Wycombe wards.

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff. **Filming/Recording/Photographing at Meetings** – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

Agenda

Item

1 Apologies for Absence

To receive any apologies for absence.

2 **Declarations of Interest**

To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required

ltem		Page
	to withdraw from the meeting.	
3	Minutes of the Previous Meeting	1 - 5
4	HWBIDCo Update Melanie Williams - HWBIDCo Manager	
5	Special Expenses Budget 19/20 - TO FOLLOW	
	Ryan Savage – Technical Advisor Insurance and Finance Julia Turner – Senior Accountant	
6	Community Infrastructure Levy - Working Group Findings	6 - 15
	Rub Nawaz – Principal Infrastructure and Projects Officer Simon Barlow – Planning Policy Officer	
7	Regeneration and Transport Strategy for High Wycombe - TO FOLLOW	
	Rosie Brake – Principal Policy Officer Simon Barlow – Planning Policy Officer	
8	High Wycombe Town Committee - Forward Work Programme	16 - 17
	To note the current draft work programme attached at Appendix A.	
9	Supplementary Items (if any)	

10 Urgent Items (if any)

For further information, please contact Jemma Durkan



High Wycombe Town Committee Minutes

Date: 13 November 2018

Time: 7.00 - 9.20 pm

PRESENT: Councillor M Clarke (in the Chair)

Councillors K Ahmed, Z Ahmed, M Asif, Ms A Baughan, Mrs L M Clarke OBE, R Farmer, S Graham, A R Green, A E Hill, M Hussain JP, A Hussain, M Hussain, M E Knight, B E Pearce, R Raja, S K Raja, N J B Teesdale and Ms J D Wassell

ALSO PRESENT:

Councillor H McCarthy Councillor D Barnes Councillor Ms Wood

17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H Bull, M Hanif and M A Hashmi.

18 DECLARATIONS OF INTEREST

The Chairman declared that he had been a member of the Remaking the River Wye Task and Finish Group referred to in Item 5. The Chairman remained in the meeting during the item.

19 CHAIRMAN'S REMARKS

The Chairman informed the Committee that he would be adding an item under the Item 10, Urgent Items. This would be a statement providing information on a member fact finding visit to Salisbury City Council in April 2018.

20 MINUTES OF THE PREVIOUS MEETING

With regards to Minute 11, it was reported that the Chairman had written to Local Area Forum at Bucks County Council regarding the issues in respect of on-street parking and verge parking. The Chairman confirmed that this would be considered at the next Local Area Forum at the County.

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 11 September 2018 be agreed as a correct record and signed by the Chairman.

21 EASTERN QUARTER UPDATE

The Chairman informed the Committee that as an Information Sheet had been provided on the Eastern Quarter that the Cabinet Member for Economic Development & Regeneration, Councillor Broadbent and Peter Wright, Interim Head of Regeneration and Investment would not be attending the meeting.

The Chairman noted that Cabinet had agreed, in principle, at the meeting on 12 November the compulsorily purchase of the Brunel Shed and the surrounding land. Some Members expressed concern that they had not been consulted or updated on the progress of the Eastern Quarter and requested that Councillor Broadbent attend the next meeting of the Committee to provide further information.

22 REMAKING THE RIVER WYE TASK AND FINISH GROUP

In advance of the presentation Councillors A Hill, R Farmer, R Raja, Mahboob Hussain and Mrs L Clarke declared they had also been members of the Remaking the River Wye Task and Finish Group. The members remained at the meeting and contributed to the discussion.

The Committee was provided with a presentation on the recommendations of the Remaking the River Wye Task and Finish Group. The Chairman of the Task and Finish Group, Councillor Hugh McCarthy and Philip Simpkin, Natural Environment Officer, outlined each recommendation and the reasons behind these.

Members made a number of points and received clarification on a number of queries. The discussion included the following:

- Members were concerned that the achievements of the Eden centre were not acknowledged and highlighted the success of the shopping centre.
- Shopping patterns were changing and it was suggested that the use of cars in town centres would lessen in the future. The financial value of the benefits of opening up the river were difficult to quantify, however significant health and wellbeing benefits were expected and research showed that benefit to cost ratio for similar projects were in the region of £7 for every £1 spent.
- Roadside drainage to avoid pollution from the road to the river would be considered and it was noted that Environment Agency had not yet highlighted any issues.
- The existing culverts would have to be assessed however it was expected that some of these would need to be replaced. If the river was remade then some culverts would remain, the extent would depend upon the finalised design and there would be less pressure on these in the future.
- The costs of the full project was not yet confirmed, however the initial costs for the feasibility work had been prepared by civil engineers and was believed to be accurate.

- The area could be improved with increased rentals on units and a restaurant culture by the river.
- If the project to remake the river did not happen with the phase 7 town centre masterplan road works then there was concern that it would never happen.
- The timescale of the project had not been estimated as phase 7 of the masterplan had not yet been agreed. It was noted that £3 million was the practical estimated cost to integrate the works for the river with the road works.
- The flyover was not expected to be removed in the near future and when building the Eden shopping centre there should have been consideration given to opening up the river at that time. In response it was noted that the flyover was a key part of the current infrastructure but this did have a limited life expectancy.
- There had been positive feedback via local groups on the project.
- There was trout in some places in the river. By remaking the river in the town centre this would improve the fish stocks upstream and improve the ecology in the area.
- Once the culverts were removed it was expected that the river would have a natural gravel riverbed.
- The river once remade was expected to be about 4 metres wide. There would be variable flow which was expected as a chalk stream river.

The Chairman requested any comments on the recommendations which members would like to have noted for the Improvement and Review Commission to consider. It was requested that the following comments be noted:

- That sufficient water flow be made available to the river.
- That the public should be consulted on the reopening of the river.

A majority of the Committee supported the recommendations.

Councillor Hugh McCarthy and Phil Simpkin were thanked for their comprehensive presentation and responses to the various questions.

23 COMMUNITY INFRASTRUCTURE LEVY UPDATE

The Committee received a report regarding Community Infrastructure Levy Funding across the unparished area by John Callaghan, Team Leader Infrastructure and Projects, and Simon Barlow, Planning Policy Officer.

It was noted that 15% of the CIL raised was allocated to parish and town councils. Cabinet had previously resolved that the High Wycombe Town Committee would

annually recommend to Cabinet on the use of the local allocation in the unparished wards. Members were provided with information on suggested projects to consider funding. It was noted that due to business support the provision of a security gate at Bull Lane services yard has been reduced to £23,000. Also with regards to the Penn Road cemetery £476k was being sought for the project.

In response to a query it was noted that the Committee were usually provided with updates for projects on an annual basis and the allocation of this CIL funding would for 2019. Members also requested an update regarding the new café and toilets at the Rve.

The Committee discussed setting up a working group to consider projects and recommendations to Cabinet on schemes for 2019. It was noted that the working group findings would be brought to the next Committee meeting on 15 January 2019.

RESOLVED: That

- (i) A working group be set up to work with officers to recommend to Cabinet schemes for the CIL 15% allocation;
- (ii) That the following Members be appointed to serve on the working group: Councillors K Ahmed, Z Ahmed, Farmer, Green, Hill, Knight, SK Raja, and Wassell.
- (iii) That findings from the working group be brought to the High Wycombe Town Committee meeting on 15 January 2019.

24 **INFORMATION SHEETS**

The Chairman informed the Committee that if there were any questions concerning the following information sheets that these should be sent to the clerk for a response from the relevant officer.

RESOLVED: That the following Information Sheets be noted:

- i) 04-2018 Q2 Budgetary Control Report ii)
 - Eastern Quarter Update 05-2018

25 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to September 2019 was presented for review.

It was noted that the new Town Centre Manager for HWBIDCo had started in post in November 2019. It was suggested the Councillor Green contact the new manager to confirm her availability to provide an update to the Committee at the meeting on 15 January 2019.

RESOLVED: That the forward work programme be noted.

26 URGENT ITEMS (IF ANY)

In accordance with the Council Standing Order 21 the Chairman notified the Committee of an urgent item that provided details of information gathered from Salisbury City Council during a fact finding visit in April 2018.

The reason for the urgency was due to the timing of the announcement from the Secretary of State to create a Single Unitary District Council in Buckinghamshire. The Chairman read out a statement regarding the visit to Salisbury which had taken place in April 2018 to gather information on how Salisbury City Council had been set up when Unitary local government in Wilshire was introduced.

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan J Openshaw Mr S Barlow Mr J Callaghan Senior Democratic Services Officer District Solicitor Spatial Planning Co-ordinator Team Leader (Environment and Infrastructure) Natural Environment Officer

Mr P Simpkin

AGENDA ITAgenda Item 6

SUMMARY



Report For:	High Wycombe Town Committee] —
Meeting Date:	15th January 2019	V
Part:	Part 1 - Open	
If Part 2, reason:	N/A	

Title of Report:	High Wycombe Town Committee CIL Funding Recommendations
Officer Contact: Direct Dial: Email:	Rub Nawaz 01494 421124 Rub.nawaz@wycombe.gov.uk
Ward(s) affected:	High Wycombe Unparished Wards
Reason for the Decision:	To ensure that Cabinet is advised of High Wycombe Town Committee priorities for the use of the local allocation of CIL, in order to support the development of the area.

Proposed Recommendation:	To accept the recommendations of the Town Committee CIL Working Group and to recommend to Cabinet that: (i) The schemes set out in paragraph 13, Table 1		
	be allocated funding from the CIL 15% Local Allocation in 2019/20.		
	 (ii) Release of funding be delegated to the relevant Head of Service in consultation with the Head of Finance. 		
	(iii) Local members be invited to lead on identifying the scope for external funding to contribute to low cost local shopping centre improvements and parking problem areas and any potential external funding		
Sustainable Community Strategy/Council Priorities - Implications	The "Place" priority of the Council's 2015-20 Corporate Plan includes the ambition to ensure supporting infrastructure is provided alongside new housing so that the district (and the town) is a great place to be.		
	The Council's "Prosperity" priority emphasises sustainable economic growth.		
	The Council's "People" priority emphasises measures that support strong communities.		
	Risk: Projects will have significant resource implications which will require additional officer resources at significant additional cost potentially. These will be considered and dealt with as and when schemes are progressed through the design stages.		
	Equalities: These will be considered and dealt with as and when schemes are progressed through the design stages.		
	Health & Safety: These will be considered and dealt with as and when schemes are progressed through the design stages.		
Monitoring Officer/ S.151 Officer Comments	Monitoring Officer: The legal framework around the Community Infrastructure Levy is set out in the Community Infrastructure Levy Regulations 2010 (as amended) which are enacted under the Planning Act 2008.		

	S.151 Officer: The financial implications are set out within the report.
Consultees:	Consultation (public, internal/external partners and with members) may be required and will be undertaken as and when required
Options:	To accept, reject, amend or add to the recommendations of the CIL Working Group and recommend to Cabinet that funding be allocated accordingly.
Next Steps:	Cabinet will consider the Town Committee recommendation as part of the budget setting process with a budget setting report being made to 4 February Cabinet.
Background Papers:	13 th November 2018 High Wycombe Town Committee Papers & Minutes. Available on WDC Website
Abbreviations:	HWTC – High Wycombe Town Committee CIL – Community Infrastructure Levy WDC – Wycombe District Council BCC – Buckinghamshire County Council

Appendices to this report are as follows:

Appendix A – Summary of Proposals (taken from applications submitted)

Detailed Report

Executive Summary

- 1. This report sets out a proposed funding programme based on anticipated future CIL income in 2019/20 to be funded from the High Wycombe Town Committee local allocation of CIL, following a meeting of the High Wycombe Town Committee working group.
- 2. This programme includes a number of projects put forward for consideration for CIL funding from the main CIL funding pot for 2019/20 which are <u>not</u> being recommended by Cabinet to be funded from these CIL funds. Cabinet recommended that the High Wycombe Town Committee consider these schemes for local allocation funding.

Sustainable Community Strategy / Council Priorities – Implications

- 3. An ambition in the 2015 to 2019 Corporate Plan is to work on projects and schemes which benefit our local communities. A key work stream is to use CIL funding to invest in the area and improve infrastructure to reflect local needs.
- 4. The "Place" priority of the Council's 2015-20 Corporate Plan includes the ambition to ensure supporting infrastructure is provided alongside new housing so that the district (and the town) is a great place to be.
- 5. The Council's "Prosperity" priority emphasises sustainable economic growth. The Council's "People" priority emphasises measures that support strong communities

Background and Issues

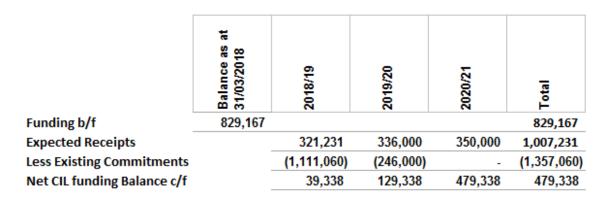
- 6. On 30 May an invitation was sent out to service providers inviting applications for CIL by 15 September in accordance with the Councils CIL Funding protocol. This was also publicised in the Weekly Planning Bulletin. All Councillors were copied in on the email setting out the process.
- 7. 29 requests or applications for funding were received; in accordance with the agreed Protocol officers assessed these against the criteria of funding levered in/value for money, strategic alignment, and linkage to infrastructure delivery.
- 8. 12 November Cabinet considered the applications that have been made for CIL funds. A number of applications were not supported and Cabinet considered that it was more appropriate to consider funding some of these from the 15% local allocation.
- 9. At the 13th November 2018 High Wycombe Town Committee it was resolved that a working group be set up to consider schemes that might be recommended to Cabinet, to be funded from the CIL 15% local allocation.

The projects that Cabinet invited the Town Committee to consider were:

- Shop parade improvements in East Wycombe up to £150,000
- Bull Lane Service Yard provision of security gates to reduce anti-social behaviour - £23,000 (Private Sector contribution of £9,000 – original scheme cost £32,000)
- Creative solutions to parking pressures Piloting creative solutions for parking pressures, including an examination of best practice elsewhere and production of guidance - £100,000
- Penn Road Cemetery (project shortfall) £475,000
- River Wye Interpretation Board Project Installation of six new interpretation boards and renovate two further boards up to £22,000
- East Wycombe Panoramic Walkway connection of four miles of footpaths with signage and information boards £35,000

Further information relating to these projects is attached at Appendix A.

- 10. The Working Group met on 3 December 2018 and considered the above projects. It also took into account a review of the Local Centres Public Realm Project.
- 11. The Working Group considered the financial position of the High Wycombe Town Committee CIL Local Allocation. It is anticipated that £336,000 will be available from the CIL Local Allocation for 2019/20. The current position as of March 2018 is as follows:



Note 1- 2019/20 proposed commitments have been allowed for in the above table. The Table shows that there is the possibility to opt to fund the remaining Cemetery project shortfall of £389,000 from the CIL Local Allocation in 2020/21.

The projected spend profile for the Cemetery Project is attached at Appendix A (Summary of Proposals) alongside the scheme overview.

12. The Working Group agreed to recommend funding the £475,000 shortfall in the Cemetery Project in its entirety. The group agreed to recommend funding £86,000 of the short fall in 2019/20 from the CIL Local Allocation. This would leave a shortfall of £389,000 in 2020/21, which they agreed could be funded from CIL or Town Committee Special Expenses Reserves.

13. The Working Group reviewed and prioritised the projects that were proposed and made the following recommendations:

Table 1 High Wycombe Town Committee CIL Working Group Funding Recommendations

Project	Funding Allocated
1 - Queensway Cemetery	86,000
2 - East Wycombe Walkway	35,000
3 - River Wye Interpretation Boards (partial award only within town boundary	
supported)	10,000
4 - Bull Lane Service Yard (partial award see Note 1)	15,000
5 - Additional Funds - Local Centres & Parking Pressures (Note 2)	100,000
Anticipated CIL Receipts 2019/20	336,000
Total Proposed Allocation	246,000

Note 1 - Travelodge contribution of £9k towards project and balance to be sought from other sources

Note 2 - Local Centres Public Realm Improvements – Existing project to continue but consider more limited environmental improvements rather than changes to kerbs and hard landscaping at Arnison Avenue and widen scope to consider small improvements at other shopping parades including, but not limited to, Totteridge Road shops (Townfield House) and extend remit to include investigating and identifying solutions to parking pressures. Priorities to be decided taking account of availability of contributions from external funders. This is an additional allocation of £100k to the Local Centres Public Realm Improvements project with a wider remit to consider parking pressures and other shopping parades.

- 14. As stated above it is anticipated that the CIL Local Allocation receipts for 2019/20 will be £336,000. These proposed recommendations will allocate a total of £246,000 of the anticipated CIL Local Allocation to projects.
- 15. Given the recommendation to continue with the Local Centres project, to extend it in scope and to seek external funding it will be necessary to consider the project resources necessary to deliver this project.
- 16. One option is to invite local members to take a lead in identifying the scope for external funding to contribute to schemes in parallel with scoping work to identify and budget cost smaller scale and possibly more cost effective improvements for the local centres highlighted.
- 17. Similarly local members could be asked to identify parking problem areas and any potential external funding (e.g. BCC) and for officers, with BCC/Transport for Bucks colleagues, to set out options and budget costings, prior to decisions being taken on which schemes to fund.

Options

- 18. To accept, reject, amend or add to the recommendations of the CIL Working Group and recommend to Cabinet that funding be allocated accordingly.
- 19. If the Town Committee accept the recommendations of the working group they will be recommending the securing of the allocation of CIL funds to these projects via Cabinet. These CIL funds will be used to proceed with new projects within the unparished area of High Wycombe. This is the preferred option.
- 20. If the Town Committee amend, add to or reject the recommendations of the working group then they may not be able to recommend allocating or committing any CIL funds until the following budget setting Cabinet or may over-commit the anticipated funds and would have to cover potential overspend from other areas.

Next Steps

- 21.Cabinet will consider the Town Committee recommendation as part of the budget setting process with a budget setting report being made to 4th February Cabinet.
- 22. Consideration will need to be given to the resourcing implications of taking these projects forward, as they will require significant officer time and this will need to be considered when setting the scope of the projects.

Appendix A – Summary of Proposals (taken from applications submitted)

Title:

Queensway Cemetery

Summary of Proposal: £475,000 of funding is being sought to cover the shortfall in the Queensway Cemetery Project.

The total cost of the project is £1.679m. £1.204m has been allocated to the project to date (£404k from High Wycombe Town Committee Reserves, £800k from CIL Local Allocation)

"This project has been supported from CIL and High Wycombe Town Committee Reserves in years 1 and 2. This bid is to secure the balance of funds required for year 3, 2019/20, to enable the project to be completed. The project enables completion of a new cemetery for the town of High Wycombe and residents expect it to be possible for themselves and their families to be buried in the town that they live in. Without this project the town will run out of burial space for children in 2019/20."

Funding Requested in 2019/20: £86,000

Spend Profile	18/19	19/20	20/21	Total
Total Costs	120	1,170	389	1,679
CIL Local	120	680		800
High Wycombe Town				
Committee		404		404
Shortfall (CIL/Reserves)		86	389	475
Total Funding	120	1,170	389	1,679

Title:

Shop Parade Improvements East Wycombe

Summary of Proposal: "This project considers improving the forecourt of shops in East Wycombe. Consultation has taken place with shop owners in Arnison Avenue, plans have been drawn up and the County Council has been consulted. The full project consists of:

1. Portland House, Arnison Avenue from the tyre shop to the WISE shop. Parking, signage and the environment will be significantly improved to revive the neighbourhood.

2. Wingate Avenue / The Quadrangle shops 4 additional parking spaces.

3. Totteridge Drive shopping parade HP13 6UH. This area needs a face lift and environmental improvement in conjunction with the County Council."

Title: Bull Lane Service Yard

Summary of Proposal: "To use CIL funding to cover the costs of gates at both ends of the service yard. This will permit access to businesses/residents of the yard, deliveries, waste contractors and Travelodge customers for drop off. It will prevent access fly-tippers, drug dealers, drug users and street drinkers and basically anyone else who should not be in the area. The gates are the best solution as they control access and provide security. (CCTV and fencing off bins was considered but is does not prevent access or provide the required security)."

Funding Requested: £23,000

Title:

Creative solutions to parking pressures

Summary of Proposal: "This project will pilot creative solutions for parking pressures in High Wycombe town. There are areas which have 100% verge erosion, pressures outside schools, blocked pavements and poor visibility at junctions.

Traffic islands and green spaces are being blocked by vehicles and all of this is having a significant effect on environmental impact, disabled people and pedestrians.

Councillors in town areas will be asked to nominate a problem for solving and creative, economical and efficient methods will be applied to problem solve. Best practice in other areas will be examined and a guidance leaflet 'How to deal with anti-social parking' will be produced. Residents Associations and Police Neighbourhood Action Groups will be involved."

Funding Requested: £100,000

Title:

River Wye Interpretation Board Project

Summary of Proposal: "It is proposed to: 1) Install 6 new interpretation boards at key sites along the River Wye to increase public awareness of the river itself (a globally important chalk stream), its wildlife and the role of the river in the industrial heritage (e.g. milling) of High Wycombe and its valley villages. 2) Renovate two existing boards at Boundary Park and Woburn Park. Interaction with the public at RTW and other local events confirms a general lack of knowledge of the importance of the Wye as a chalk stream, the role of the river in the historic development of Wycombe and the Wye Valley villages and its future potential contribution to improving the area's sustainability. The project will help rectify this."

Funding Requested: £22,000

East Wycombe Panoramic Walkway

Summary of Proposal: "The project will connect public footpaths from Hammersley Lane to High Wycombe railway station through improved signposting and information boards through a 4 mile network of existing paths. The route of these foot paths passes close to key heritage sites in Wycombe including furniture manufacturing sites, Pann Mill and the Hospital of St John the Baptist."

Funding Requested: £35,000

Title:

Agenda Item 8 Wycombe District Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme – MARCH 2019 – NOVEMBER 2019

Title & Subject Matter	Meeting / Date to be taken	Contact Officer			
<u>March 2019</u>	March 2019				
Policing Update	5 March 2019	Jemma Durkan, Democratic Services Officer			
Community Projects Update	5 March 2019	Elaine Jewell, Head of Community			
Q3 Budgetary Control Report (Information Sheet)	5 March 2019	Julia Turner, Senior Accountant, Financial Management			
<u>11 June 2019</u>					
Security Measures at the High Wycombe Town Cemetery	11 June 2019	Elaine Jewell, Head of Community			
Q4 Budgetary Control Outturn 2017/18 (Information Sheet)	11 June 2019	Julia Turner, Senior Accountant, Financial Management			
10 September 2019	<u> </u>				
Chiltern Rangers Update	10 Sept 2019	Jemma Durkan, Democratic Services Officer			
Q1 Budgetary Control Report (Information Sheet)	10 Sept 2019	Julia Turner, Senior Accountant, Financial Management			
<u>19 November 2019</u>					
Q2 Budgetary Control Report (Information Sheet)	19 Nov 2019	Julia Turner, Senior Accountant, Financial Management			

Title & Subject Matter	Meeting / Date to be taken	Contact Officer

Meeting contact officer: Jemma Durkan, 01494 421635, <u>Committeeservices@wycombe.gov.uk</u> Work Programme Updated: 13 December 2018